



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF ACCOUNTS OFFICE OF PAYROLL
15th Floor, Wm. R. Snodgrass Tennessee Tower Bldg.
NASHVILLE, TENNESSEE 37243
(615) 741-2456 FAX (615) 253-4167

Dave Goetz
Commissioner

TO: All Departmental Budget, Fiscal, Personnel, and Payroll Officers

FROM: Susan Walker, Director of F & A Payroll

DATE: September 4, 2007

SUBJECT: Fourth Quarter 2007 Payroll Schedule

The semi-monthly payroll schedule for October 1-15, 2007 through December 16-31, 2007 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 st	2 nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
10/1-15	11	10/22/07	23	24	25	26	29	30	31	11/6/07
10/16-31	12	11/5/07	6	7	8	9	13	14	15	**11/20/07
11/1-15	11	11/19/07	20	21	26	27	28	29	30	12/6/07
11/16-30	11	12/5/07	6	7	10	11	12	13	14	**12/19/07
12/1-15	10	12/18/07	19	20	21	26	26	27	28	1/7/08
12/16-31	11	1/4/08	7	8	9	10	11	14	15	1/22/08

The monthly payroll schedule for October through December 2007 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 st	2 nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
10/1-31	23	10/22/07	23	24	25	26	29	30	31	11/6/07
11/1-30	22	11/19/07	20	21	26	27	28	29	30	12/6/07
12/1-31	21	12/18/07	19	20	21	26	26	27	28	1/7/08

****Special Note** - The Lost Check Run for the October 16-31 and November 16-30 pay periods will run the third working day after payday instead of the normal fourth working day.

*****Notify Office of Payroll of all checks to be pulled before 4:30 p.m. on the day of Calculate.** Any checks to be canceled or canceled and reissued after the day of Calculate will require a stop payment by Office of Payroll and the agency will notify the employee of the stop payment and to return the check.

Thank you for your assistance.